



# Frequently Asked Questions about Ecology Publications

From Ecology's Office of Communication and Education

**Q: How do I find an Ecology publication on the Web site?**

**A:** The best way to find a publication on Ecology's Web site is to use our [search engine](#). You can use the title or the publication number as your search "word" and the publication should be displayed in the results.

If you don't happen to know the title or number of the publication you can also use key words specifically related to the topic of the publication for which you are looking. This should also bring up the publication in the search results.

**Q: How are Ecology publications organized on the Web site?**

**A:** The Department of Ecology has 10 environmental areas of interest, or "programs." This is also the way our publications are organized, or "indexed," on our Web site. Within the program index pages, an Ecology publication can be found on the index page for the year it was created, as well as under the year it was revised, if applicable.

**Q: Where can I get a copy of an Ecology publication?**

**A:** We encourage our customers to download our publications from our [Web site](#). We also have a print-on-demand process that puts storing and distributing publications into the hands of the people who do it most efficiently, the [Washington Department of Printing](#).

While our goal is to reduce the amount of paper and resources used to create printed publications, we understand that we must still provide our customers with the option of a hardcopy version. Orders for most of our publications can be directed to our [Publication Distribution Office](#). Some orders must be processed by the [Washington Department of Printing](#).

**Q: Do I have to pay for Ecology publications?**

**A:** Most of our publications are free of charge. However, there are times when we will charge for a publication to help pay for printing and distribution. If there is an associated cost, it is noted on the publication's summary page.

**Q: Why does Ecology assign numbers to its publications?**

**A:** Ecology assigns numbers to its publications for internal-tracking purposes and external identification purposes.

**Q: Why aren't the publications organized by title or publication number?**

**A:** Ecology recognizes that title and number are keys to identify our documents. However, there is value in providing our customers with the most current publications available when they visit our Web site. This is why we present our publications by the year the document was released and revised. This way, any brand new or newly revised publications will be on the first index page a customer visits.

**Q: Is there a method for assigning Ecology publication numbers?**

**A:** For publications written prior to July 1999, you will see Ecology publication numbers that look like this:

**99-2019-WQ**

- The first set of numbers represented the year the document was published.
- The second set of numbers represented that document's unique number.
- The initials represent the originating program – in this case, WQ for Water Quality Program.

According to publication number above, the document was published in 1999, the unique identifier is the number 2019 and it was created by the Water Quality Program.

After July 1999, Ecology changed the publication-numbering system to provide consistency and simplicity when identifying agency publications.

Our new publication numbers look like this:

**01-10-004**

- The first set of numbers identify the year the document was published.
- The second set of numbers identifies the Ecology environmental program that wrote the document. Each program is identified by a specific number. (See the next question for a break down of those numbers.)
- The third set of numbers is the unique number assigned to an individual publication. These numbers start with 001 at the beginning of each calendar.

According to the publication number above, the document was published in the year 2001, by the Water Quality Program. It was the fourth document to be published that year by the Water Quality Program.

**Q: What numbers identify each of Ecology's environmental programs??**

<b>A: Program</b>	<b>Program identifier</b>
Agency Administration / Education & Communication	01
Air Quality	02
Environmental Assistance	03
Hazardous Waste and Toxic Reduction	04
Nuclear Waste	05
Shorelands & Environmental Assistance	06
Solid Waste & Financial Assistance	07
Spill Prevention, Preparedness and Response	08
Toxic Cleanup	09
Water Quality	10
Water Resources	11

Visit [Ecology's Publication Web Site](#) for more information.

*If you require this document in an alternate format, please contact the Office of Communication and Education at 360 407-7000 (voice) or TTY at 711 or 1-800-833-6388.*